

Town of Arlington
Town Meeting Procedures Committee
April 6, 2023

Call to order: The meeting of the Town Meeting Procedures Committee was called to order by Town Moderator Greg Christiana via online video conferencing on Thursday, April 6, 2023 at 11:05am.

Quorum: A quorum was present: Adam Auster, Greg Christiana, Rebecca Gruber, and Christopher Moore.

Public Comments:

- No public comments were offered.

Minutes of Prior Meetings:

March 31, 2023:

Moved approval: Ms. Gruber

Seconded: Mr. Auster

Vote: unanimous

Old Business:

Proposed Motion for Hybrid Study Committee:

The committee reviewed a draft of the Hybrid Study Committee motion provided by a working group consisting of Ms. Gruber and Mr. Auster. Discussion:

- When is the committee finished and how is it to be dissolved?
- What report(s) are expected from the committee? Is there a final report?
- Should the Town Manager's designee be a voting or non-voting member of the committee?
- Does the text give the right amount of guidance to the appointing authority?

Moved approval: Ms. Gruber

Second: Mr. Moore

Vote: unanimous

- Mr. Moore agreed to transmit the approved text to the office of the Select Board. Mr. Moore will also make the presentation to the Select Board hearing.

New Business:

None.

Adjourn: The meeting adjourned at 12:05pm.

Moved: Mr. Moore

Seconded: Mr. Auster

Christopher Moore

APPROVED DRAFT

From: Town Meeting Procedures Committee

Date: April 6, 2023

Subject: Study Committee Resolution

About the Hybrid Town Meeting Study Committee

ARTICLE ? VOTE/HYBRID TOWN MEETING STUDY COMMITTEE

VOTED: That Town Meeting hereby establishes a Hybrid Town Meeting Study Committee to be structured, organized, and charged as follows:

Hybrid Town Meeting Study Committee

1. Committee Membership and Organization

A. The Committee shall consist of no less than six (6) and no more than nine (9) members, the number to be determined and appointed by the Town Moderator, but a majority of whom should be current or former Town Meeting Members, and a member of Town staff appointed by the Town Manager as a non-voting member. Voting membership of the study committee shall reflect racial, ethnic, and other forms of diversity in Town Meeting.

B. It is expected that the Study Committee will have access to and be able to consult with Town Counsel, the Town Information Technology Department, the Town Clerk, the Town ADA Coordinator, and any other Town departments and employees, who may have pertinent expertise to share with the Study Committee.

C. The Town Moderator or their designee shall serve as chair of the committee for the purposes of the Committee's first organizational meeting, in which the Committee may elect officers as it deems appropriate.

D. A majority of voting members of the committee at any given time shall constitute a quorum, and decisions shall be based on the vote of a simple majority of those committee members present and voting.

2. Committee Charge

The Committee is charged with comprehensively examining options and requirements for conducting Town Meeting with hybrid participation. For the purposes of this Committee, hybrid participation is defined as a combination of in-person and remote participation, where remote participation includes: deliberation, voting, calculation of quorum, or any combination thereof. The Committee's study shall include, but not be limited to:

A. Identifying if any best practices by other town meetings in the conduct of hybrid meetings;

B. Providing opportunities for public comment on the Committee's work;

C. Identifying potential legal requirements, issues and constraints in conducting Town Meeting with hybrid participation;

D. Identifying technical requirements, issues and constraints in conducting Town Meeting with hybrid participation, including estimates of the requisite monetary costs;

E. Identifying potential new policies and procedures requisite for conducting Town Meeting with hybrid participation;

F. Identifying the potential beneficial and detrimental effects of conducting Town Meeting with hybrid participation. Questions central to this inquiry include, but are not limited to: (1) evaluating the impact of hybrid options on the functioning of Town Meeting as an effective and collegial body, and (2) the potential for increased or decreased interest in serving as a Town Meeting Member for under-represented populations in Town Meeting;

G. Supporting the implementation of relevant proposals as needed.

3. Committee Reports

The Committee shall make recommendations to Town Meeting, including:

- A. Providing information and updates to the Town Moderator as requested;
- B. If warranted, developing specific proposals for the implementation of Town Meeting with hybrid participation;
- C. Making reports of its progress, findings, and recommendations to every Annual Town Meeting until the Study Committee is dissolved.

4. Dissolution of the Study Committee

The Committee shall be dissolved by a vote of Town Meeting.